



# JOB OPPORTUNITY

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**Announcement Number:** 08-624  
**Position Title:** Administrative Officer  
**Series and Grade:** PG-0341-12/13  
**Salary Range:** \$69,764-\$107,854 PA  
**Promotion Potential:** PG-13  
**Opening Date:** 07/02/08  
**Closing Date:** 07/10/08  
**Location of Position:** U.S. Government Printing Office  
Security and Intelligent Documents  
Washington, DC  
**Number of Openings:** One  
**Type of Appointment:** Career or Career-Conditional  
**Work Schedule:** Full-Time  
**Who May Apply:** All U.S. Citizens

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## **MAJOR DUTIES:**

This position is located in the Security and Intelligent Documents (SID) business unit and reports directly to the Managing Director, SID. The SID business unit works with other federal agencies to assist in the safe and secure design, production and distribution of security documents and secure federal credentials. This position will create an administrative capability that does not exist in SID at this time and will be the cornerstone to the larger and expanded SID business unit. The incumbent will develop standard administrative office procedures and record keeping systems for SID, and establish security and accountability measures for sensitive information. Incumbent will develop, document and track the SID annual budget, enters and tracks purchase requests and reports on all revenue, expenses and capital investments. Initiates, oversees, and administers security clearances for SID employees. Maintains and controls access to classified materials and secure communication devices. Performs personnel management liaison functions with the Human Capital office to coordinate staffing and other administrative requirements including but not limited to time and attendance, pay and compensation, performance evaluations, travel and scheduling, training and education, promotions, discipline matters, hiring and recruitment efforts, acquisition of SID supplies, and record keeping of the SID office. Establishes and maintains an administrative recordkeeping system for the office. Performs other duties as assigned.

**QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience which is at least equivalent to the lower grade level. Specialized experience is experience which has equipped the applicant with the specific knowledge, skills, and abilities needed to perform successfully in the position described above. Examples of specialized experience include: providing a variety of essential management services and performing administrative, budget, human resources, internal control functions, and support services.

All qualification requirements must be met by the closing date of this announcement.

If this position is being recruited at multiple grade levels, applicants must specify for which grade level(s) they wish to receive consideration. Failure to do so will result in the applicant only receiving consideration at the highest grade level for which they are qualified by the Human Capital Office.

**NOTE:** The selectee(s) must successfully obtain and maintain a TOP SECRET clearance as a condition of retention in the position.

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

**Knowledge, Skills, and Abilities (KSAs) required for this position:**

1. Ability to apply knowledge of security protocols and administrative policies, regulations and precedents applicable to the development and administration of appropriate office procedures.
2. Demonstrated ability to manage, plan, schedule, and conduct simultaneous, complex projects in a deadline driven office environment.
3. Skill in using Microsoft Office applications including Word, Excel, and Access to develop reports and spreadsheets.
4. Demonstrated ability to communicate effectively both orally and in writing to a wide variety of audiences (e.g., staff, customers, and executives) .

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all

the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at:  
[http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAs listed in this announcement.

**STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

**For Additional Information:**

Nicole B. Powell  
HR Consulting Services  
Phone: (202) 512-0096  
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test, background check, and reference check before appointment. GPO will not pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**